

PEKS - 7

6 October 1967

JOB DESCRIPTION
CHIEF, PUBLICATION DIVISION

I. Knowledge and Skills Required

As Chief, Publication Division, Office of Basic and Geographic Intelligence, the incumbent must have a detailed knowledge of the intelligence community production capabilities as related to needs in the publication field.

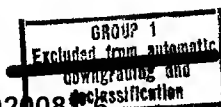
Ability to plan, coordinate, and manage the publication and dissemination of authoritative basic intelligence, which includes the National Intelligence Survey (NIS), geographic names gazetteers, and other special-purpose basic intelligence reports covering all fields of intelligence substance.

Requires comprehensive technical knowledge of printing, reproduction techniques and capabilities in the graphic arts, and the ability to use this knowledge in the planning and direction of intelligence publication efforts and in the production of graphics supporting basic intelligence publications.

II. Responsibilities

As Chief, Publication Division, advises the D/BGI and participates in the planning and coordination of the NIS Program, including the scheduling and production of geographic names gazetteers and the publication of other basic intelligence studies.

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Establishes policies and procedures for the production of graphics, publication editing, and publication and dissemination of basic intelligence. Supervises staff personnel in three branches carrying out the work under his direction.

Participates in the National Intelligence Survey Committee of USIB in an advisory capacity to the Chairman on matters pertaining to graphics, printing, and publication, and the scheduling and processing of NIS units through the Printing Services Division.

Participates in and directs the development of procedures and techniques for the production, publication, and dissemination of basic intelligence issuances.

Develops and improves techniques and processes used in the automated computerized typesetting (EPIC) system as it applies to the use of data-processed tape in manuscript preparation, editing and printing.

Coordinates the requirements, specifications, planning, and construction of NIS mapping programs. Directs the planning and preparation of all types of graphic aids to illustrate substantive aspects of geographic, sociological, political, and economic sections of the NIS.

Serves as the CIA deputy member on the Inter-Departmental Board on Geographic Names and on its Foreign Names Committee.

Assists in the formulation and execution of policies to provide uniformity in geographic nomenclature and orthography throughout the U.S. Government.

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III. Decisions

Establish guidelines for the format and publication of the NIS and other basic intelligence studies.

Develops the contract for the geographic names research used in the NIS gazetteers.

In collaboration with Office of Geography, Department of Interior, determine scheduling and depth of coverage for the gazetteers.

Control the dissemination of NIS, gazetteers, and geographic studies produced in OBGI.

Coordinate all graphics and map production used for the NIS.

Acts with considerable independence in reaching agreements and arrangements within the framework of general policy.

IV. Contacts

Frequent personal contacts, with authority to commit the Agency within the limits imposed by the Director, OBGI, with program officials of CIA, USIB, and other government agencies with respect to the production of basic intelligence and related matters. Within the established policies as formulated by the NIS Committee and the Office of Basic and Geographic Intelligence, provide advice and guidance to contributors on techniques and methods.

Deals on a regular basis with members of the interagency NIS Committee of USIB.

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